

TOWN THEATRE, INC.

March 22, 2016 Highland Municipal Building 6:30 p.m.

Pledge of Allegiance

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

Roll Call and Introduction

Present on roll call included the following Town Theatre Board Members: Keith Bruxvoort, Dawn Diamantopoulos, Dan Dunn, Bruce Leep, Michael Maloney and Tracy Oprea. Counsel for the Board present, Rhett Tauber. Cecile Petro, Redevelopment Director was also present, as well as Redevelopment Commission President Greg Kuzmar. Absent: Michael Griffin.

Guest Speaker: Andy Pierce from Pathway to Adventure Council.

Minutes

Bruce Leep made a motion to accept the minutes as written for February 23, 2016 from the “regular meeting.” Keith Bruxvoort seconded the motion. **Motion carried by unanimous voice vote.**

Timeline for Construction and Operations

A. Update on the Timeline for Construction and Operation.

Greg Kuzmar updated the board and advised the draft schematic design is currently being updated to include additional information requested by the architect. The updates are expected to be incorporated soon, which will enable the release of the complete schematic design. Highlights of Morris Architects Planners schematic design for the theatre include many features that will provide flexibility for live programming and events to allow for increased revenue sources, in addition to films. These include:

- A 41% increase in seating capacity from 242 to 341
- An expanded 26 foot deep by 42 foot wide stage area with 20 foot ceilings will provide for expanded live programming options
- A generous lobby area that expands across the front of all three buildings with a refreshment/concessions bar providing for comfortable indoor intermissions and pre/post show gathering and community socialization
- Entirely new restrooms to make waiting a thing of the past
- Overhead stage pipe grip system to accommodate theatre rigging and lighting
- Dressing rooms to accommodate live performers

The Board was advised that the Town Council has directed the Redevelopment Commission to begin the process of buying the properties adjacent to the theatre. They will be contacting owners and setting up meetings to determine which owners wish to sell.

B. Town Theatre Operations – Progress of Committees

I. By-laws. Nothing to report.

- II. Nominating Committee: Members include Dawn Diamantopoulos, Michael Maloney and Bruce Leep. The members advised they have two nominees for the vacant seats on the Theatre Board, Mary Shelton and Matt Domasica. Mary Shelton has been employed by Centier Bank for the last 10 years. Matt Domasica has been the theatre director at Highland High School since 2008. After discussion of these nominees, Keith Bruxvoort made a motion to accept nominee Mary Shelton for the 3 year term seat and Matt Domasica for the 2 year seat. Dan Dunn seconded the motion. **Motion carried by unanimous voice vote.**

Additionally the Officers of Town Theatre, Inc. were discussed and the nominees are: Dawn Diamantopoulos, President, Bruce Leep, Vice President, Tracy Oprea, Secretary and Keith Bruxvoort, Treasurer. No other nominees were brought to the Board's attention. Keith Bruxvoort made a motion to accept the slate of nominees with the notation that the terms are limited to 2 consecutive years. Dan Dunn seconded said motion. **Motion carried by unanimous voice vote.**

Exploring Program: Presentation by Andy Pierce

A co-ed division of the Boy Scouts, the Explorer program was created to forge a dynamic relationship between youth ages 14 - 20 and a community organization, in this instance the Town Theatre, which helps youth develop career skills that better the organization they serve. Local explorer opportunities include learning about architecture, engineering, volunteer management, public relations, marketing, community engagement, filmmaking, history, archiving and entertainment. Extended discussion was held regarding this opportunity for the theatre and Mr. Pierce noted a few advantages of this program including 1) leaders are provided by the Explorer Program, 2) leaders are trained and insured and 3) youth can be involved in this project from the ground up for an annual fee of \$40.00. The commitment from the board includes two members of the board, one male and one female, to serve as advisors and provide goals to the project(s). Bruce Leep made a motion to move forward with this program and Michael Maloney seconded the same. **Motion carried by unanimous voice vote.** The Town Theatre Board is welcoming the founding of a dedicated Explorer post as a vital asset for the project and a learning opportunity for the youth.

Volunteer Committee:

Not updated. The total as of last month was 503 volunteers.

Programming Committee: A chair is needed for the programming committee. Cecile Petro is going to go through the volunteer list to get an idea of who might be interested.

Membership:

We have 531 members and have raised \$20,669.00 in membership fees.

Membership Committee:

Tracy Oprea advised - nothing to report at this time.

Technical Operations:

Nothing to report.

General Operations:

Nothing to report.

Maintenance:

Nothing to report.

Finance:

Keith Bruxvoort provided an update pertaining to the Board's financials. As of 2/22/16, the income balance is \$41,514.96. With regard to having a payment option on our website, Keith is still looking into Q-Give. He has once again reached out to Robin Carlascio several times regarding the same without avail. Cecile Petro noted she will contact Robin Carlascio to ascertain the necessary information to move forward with Q-Give. A Motion was made by Tracy Oprea to accept the financial report, said motion was seconded by Michael Maloney. **Motion carried by unanimous voice vote.**

Publicity/Marketing/Website/Social Media

We have over 1,000 likes on our Facebook Page.

Fundraising:

Sell-A-Seat Program: Dan Dunn volunteered to gather information from the Purdue Calumet "Sell -a-Seat" program for the next meeting. The board agreed that this fundraiser is directed toward the community; therefore, the price of the seats should be in a range that is feasible for community support. The group suggested finding out the actual price of a seat that will be installed in the Theatre in order to suggest a cost for the "Sell-a-Seat program.

Open to the Public: Nothing to report.

Adjournment:

Dan Dunn made a motion to adjourn the meeting and Keith Bruxvoort seconded the same. Meeting adjourned at 7:34 p.m.

Next Meeting: The next meeting is scheduled for April 26, 2016 at 6:30 p.m.

Respectfully submitted,

Tracy S. Oprea, Secretary
Town Theatre, Inc.